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DD/341 2171-73

16 July 1973

MEMORANDUM FOR: SEE DISTRIBUTION LIST

SUBJECT: Internal Handling of State NODIS Communications

The following procedures have been approved by Mr. Colby for the handling of subject material. It is understood that this new method of handling will be undertaken for at least one month's trial period after which a review will be undertaken to determine its efficacy.

- (a) The Executive Secretary will open the material and indicate on the State Executive Secretary's forwarding memorandum those who are authorized to read the material. It will then be forwarded to the Executive Assistant to the DCI for his review and return to the Executive Secretary.
- (b) The Executive Secretary will forward to the Operations Center who will summarize the material for the DCI and DDCI, furnishing a copy to the Executive Secretary. Utilizing the summary, the Operations Center will by secure phone advise those authorized to read the content of the material. If they indicate a desire to see the entire message, they will read same in the Operations Center. If this is inconvenient because of the press of time, the Operations Center will take the message to the authorized reader and wait until it has been read. No copies are to be made.
- (c) The Operations Center will be the custodian of the communications, maintain a chrono, and certify to the Executive Secretary its destruction after a reasonable period of time. NODIS material which must be returned will be forwarded to the Executive Secretary for transmittal to the Department of State.

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Ben C. Evans, Jr.
Executive Secretary

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State Dept. review completed

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1 - Executive Secretary Chrono

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